

The Maury County Human Resources Department is accepting **internal & external** applications for the position of **Solid Waste Secretary** beginning Monday **June 18, 2012 through 4:00 pm** **Monday June 25, 2012**. This is a **full time** position Grade 6 and the minimum rate of pay is \$12.08 per hour. Applications must be submitted to the Human Resources Department.

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## **Solid Waste Secretary**

### **Nature of Work**

This is very responsible accounting and administrative work assisting with the administration of the Solid Waste department for Maury County government. Activities associated with the job include responsibility for all personnel records and payroll processes, answering incoming calls and responding to complaints and/or providing information about solid waste operations, preparing quarterly and annual reports for payrolls and receipting all incoming funds and submitting them to the Trustee. Additional activities include responsibility for maintaining accounts receivables, invoicing commercial customers, assisting with tire grant records and reports and preparing daily and monthly closing reports. The incumbent also assists with coordinating a variety of Litter Grant Educational activities including recycling activities, litter prevention, available services, etc. Job responsibilities require strong accounting and bookkeeping skills, the ability to make proper and consistent decisions within prescribed policies, considerable experience performing payroll functions, dedicated attention to detail and strong organizational, interpersonal and decision making skills. Job performance is evaluated by the Solid Waste Director through review of the accuracy and thoroughness of completed work, efficiency of administrative functions performed for the Solid Waste department, ability to interact effectively with co-workers and clientele, organizational and decision-making skills and the level of administrative support provided for the Solid Waste department. Job activities are also subject to state audits.

### **Illustrative Examples of Work**

- Ensures that all payments are posted accurately, addresses are correct, accounts are active or inactive, etc.
- Assists with answering incoming calls, responding to complaints and other issues and informing callers of operating procedures.
- Compiles and verifies the accuracy of tickets, posts to the appropriate account and makes daily deposits in the absence of the Scale Technician.
- Maintains account receivables and an up-to-date account receivables schedule.

- Assumes responsibility for sending out notices to commercial customers who are past due on their bills, issuing warrants for customers who fail to pay and assisting with judgments when required.
- Prepares purchase orders and submits to the courthouse for payment.
- Prepares daily and monthly closing reports.
- Ensures that all required permits are up to date and paid in a timely manner.
- Assists the Grant Accountant with the preparation of the Litter Grant report.
- Ensures that all departmental time sheets are completed in a thorough and accurate manner and submitting to the Finance Department in a timely manner.
- Receives and files all daily tickets in an organized and accessible manner.
- Maintains all payroll and vendor files in an organized and accessible manner.
- Verifies all money received and ensures that it is in balance with computerized receipts.
- Performs various administrative and clerical tasks for the Solid Waste Director upon request.
- Assists with coordinating a variety of Litter Grant Educational initiatives including public recycling activities, litter prevention, available services, etc.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited four year high school supplemented with additional course-work in bookkeeping, accounting, or closely related field; considerable experience working in an office setting performing bookkeeping, administrative and/or accounting duties; considerable experience working with the public; strong organizational, interpersonal and decision making skills; dedicated attention to detail; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of computerized data entry systems involving the receipt and expenditure of funds.
- Considerable knowledge of accounting practices and procedures including the verification of funds and reconciliation of accounts, cash management practices and internal controls.
- Considerable knowledge of sanitary waste disposal procedures including the classification of waste and acceptable disposal methods.
- Considerable knowledge of the tire grant program regulations including reporting requirements and deadlines, collection and disposal of tires, etc.
- Considerable knowledge of personnel and payroll processes including required paperwork, drug testing protocols, tax tables, retirement plan, insurance benefits, etc.
- Considerable knowledge of legal processes and procedures required to secure the payment of past due accounts.
- Considerable knowledge of Litter Grant educational programs and initiatives including recycling programs, litter prevention activities and services available in the community that address litter and waste management activities.
- Ability to reconcile and balance financial accounts and prepare daily, weekly and monthly reports of financial transactions.
- Ability to consistently and properly account for funds received during office operations.

- Ability to maintain detailed information in an organized and accessible manner.
- Ability to interact with the public in a professional and courteous manner.
- Ability to make consistent and proper decisions within prescribed work routines and regulations.
- Ability to prepare and maintain detailed accounting records and related supporting documentation.
- Ability to prioritize job related duties to ensure the completion of all daily, weekly and monthly duties and meet all established deadlines and reporting requirements.
- Ability to assist with Litter Grant educational activities and make effective and informative presentations to school groups, civic organizations, etc.
- Skill in the use of computer terminals and keyboards, calculators, copiers, FAX machines and multi-line phone systems.
- Skill in reconciling multiple financial accounts and utilizing computer software programs including word processing, spreadsheet and database management applications.

### **Necessary Special Requirements**

- Possession of a valid Tennessee Drivers license and the ability to be insured at standard vehicle liability rates.
- Possession of a State of Tennessee Scale Operator license.

Maury County Government  
FLSA – Non – Exempt  
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